

COURT SERVICES SPECIALIST II
9th Circuit Court-Family Division
Deadline to apply: July 22, 2013

Job Responsibilities:

Coordinate and jointly direct the efficient processing of all child protective, delinquency and domestic cases. Direct and specify appointment of attorneys. Perform bailiff duties for jury trials. Assist Judges and Referees at hearing, schedule hearings and personally serve court orders to parties present at hearings. Prepare court orders and reports. Research, analyze, docket, scan and accurately enter information into the court's case management system. Certify documents. Respond to inquiries regarding court procedures. Provide notice of hearing for all traffic cases. Attend and monitor court proceedings. Coordinate a complete program of case management. Process filing fees. This is not all inclusive of total scope of duties.

Job Qualifications:

Bachelor's Degree in criminal justice or related field; two years court or related field experience; or comparable combination of training, education and experience. Basic knowledge of Microsoft package; propensity to learn new computer applications. Must possess ability to handle multiple priorities and continuous interruptions; work independently and as a team member; produce high volume capacity; maintain composure in confrontational situations; excellent organizational/prioritization skills; excellent communication skills with judges, attorneys, and public; maintain confidentiality; and potential for LEIN certification.

Apply via fax: 269-385-8588

Or

US Mail to: Kay Budas, Administrative Assistant
9th Circuit Court, Family Division
1400 Gull Road
Kalamazoo, MI 49048

Or

Via website: www.kalcounty.com